

POLICE CHIEF'S SECRETARYCLASS SUMMARY

Under direction, performs a variety of complex secretarial and clerical work of an extremely confidential nature for the Police Chief, requiring experienced public relations, judgment, and initiative; and performs related duties as required.

REPRESENTATIVE DUTIES

Performs specialized and highly confidential secretarial duties, including taking and transcribing oral or machine dictation from the Police Chief and other staff members; types, inputs and retrieves a wide variety of correspondence, documents, records, forms, studies, memos, reports, manuals, and other information, including those of a technical or confidential nature, such as letters regarding criminal investigations and processing applications for concealed weapons permits; composes correspondence independently or with a minimum of direction; arranges and schedules interviews, meetings, and appointments, maintains accurate, detailed calendar for the Police Chief; receives and screens telephone calls and visitors; refers callers or provides authorized information covering a variety of questions, requests or complaints; assists in preparing, and monitoring the Police Departments budget and prepares invoices for payment; performs other secretarial or clerical work requiring a good knowledge of Police Department operations and functions; may prepare agenda and minutes of committee, and community departmental staff meetings; prepares special reports, records or correspondence from source material in files; establishes and maintains cross reference files, including confidential and law enforcement records; may prepare and submit department's time records for payroll purposes; relieves Police Chief of minor administrative matters and clerical details; relays instructions, information and orders; may prepare departmental invoices for payment; opens, sorts, time stamps, and routes departmental mail; performs responsible public contact duties; may receive and transmit radio messages.

ORGANIZATIONAL RESPONSIBILITIES

This class reports to the Police Chief. Some supervision may be exercised.

DESIRABLE QUALIFICATIONS GUIDEKNOWLEDGE AND SKILLSKnowledge of:

Modern office practices, methods, and procedures; record keeping principles and practices; correct punctuation, spelling, and grammatical usage; various office equipment such as word processor, computer, calculator, dictation transcribers, typewriter, and adding machine; receptionist and telephone techniques; basic arithmetic.

Skills and Abilities:

Carry out oral and written dictation with a minimum of explanation; transcribe dictation from notes and/or audio tape; compose and edit letters, reports and bulletins; handle with confidentiality, courtesy and tact a wide variety of public and staff contacts; ability to employ good judgment and make sound decisions in accordance with established procedures and policies; type at a rate of fifty net words per minute.

Bilingual skills in a variety of languages which include, but are not limited to Spanish, Chinese, Japanese and/or Vietnamese are desirable.

Education and Experience:

Any combination of training and/or experience which provides the required knowledge, skills and abilities is qualifying. A typical way is graduation from high school, supplemented by business, accounting, records management, communications, or administrative course work and three years of increasingly responsible office clerical and/or secretarial work.

PERSONAL CHARACTERISTICS:

Ability to demonstrate a high degree of moral and ethical values which include, but are not limited to honesty, integrity and confidentiality.

APPROVED BY PERSONNEL BOARD - DECEMBER 8, 1993